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**James A. Carder**  
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## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** April 5, 2002  
**RE:** Revised SUSF Clean Up Procedures

Below is a revised SUSF Clean Up Procedure. These procedures have been updated to include the deletion of Fixed Asset documents generated in a HELD status and to require document templates to have a prefix of "TEM".

Because payment documents coded using fixed asset object codes generate an entry to the general ledger equipment, building, etc., balance sheet accounts, it is imperative that agencies process all generated fixed asset shells within the 3 month timeframe. This will assist agencies with the reconciliation of the general ledger fixed assets balance sheet accounts to the fixed asset subsystem. If a fixed asset shell is generated and deleted from SUSF, the payment document reference is lost. This will make it harder for an agency to reconcile.

OA/Accounting is also asking agencies to ensure that templates have a document prefix of "TEM" and are in a Held status. The first three digits of the document number must be "TEM". Agencies must rename any template that does not have "TEM" in the first three digits of the document number prior to the clean up in late April. For example, documents with a prefix such as "CQTEM" will be deleted.

We are asking for your assistance in ensuring that all documents on SUSF are processed to Accept status or deleted unless they are templates with a document prefix of "TEM" in a Held status.

OA/Accounting will continue to do an extensive review of SUSF as documented in the below procedures. We will leave fixed asset documents and templates on SUSF at this time for agencies to review and take any necessary action. However, effective with the April clean up (which will actually be performed in May this year), we will implement these revised procedures.

Please distribute this procedure to all staff in your agency responsible for documents processed through SAM II Financial.

VH:vs/data/vhsusfrevised

**SUSF Clean Up Procedure**  
Implementation Date: June 18, 2001  
**Revised:** January 23, 2002

Note: This procedure is ongoing.

Problem Statement:

The document processor edits each document on SUSF that is not in Accept or Held status during the nightly cycle. The document processor checks documents in Held status to ensure that no action is needed. Unnecessary documents on SUSF causes the nightly cycle to be longer and can result in the system being unavailable for agency input at 7:00 a.m.

Also, due to system abend errors and segmentation violation errors, documents can stay on SUSF in a SCHED status and not process during the nightly cycle. These documents when opened display the "Document in Use" message when no one is actually using the document. This occurs when the user is unable to exit the document normally such as in the case where the user receives an abend error or segmentation violation error while attempting to run the document. Users must review documents that may have been in progress at the time of receiving an abend error or segmentation violation error for the "in Use" condition.

Agencies should review the suspense file for documents currently in SCHED status with a last action date prior to the current date and perform a process free action on the document. Users should be cautioned to make reasonably certain that no other users are in the document before freeing the document.

Procedure:

The Office of Administration/Accounting (OA) will delete documents, except for Budget documents (AL, AP, etc.) with a last action date on SUSF greater than three (3) months old if the document is not in Accept status. Deletion of current year documents meeting this criteria on SUSF will be completed by OA in October, January, April, and June. OA will also delete any prior fiscal year documents, excluding templates with a "TEM" document prefix in a HELD status, in late June and July of each year. OA will send an e-mail notification to the Agency Customer Service Coordinators and Agency Financial Managers a minimum of three (3) days prior to OA doing a review and deletion of documents for this purpose. OA will not send agencies the specific document numbers that are deleted for this purpose.

Agency procedures must ensure action is taken on needed documents prior to the last action date on SUSF being greater than three (3) months. Agencies should delete any unnecessary documents on a routine basis for internal control purposes and to assist with efficient nightly cycle processing.

Needed Action:

Agencies are responsible for monitoring SUSF on an ongoing basis to ensure that action is taken on necessary documents, unneeded documents are deleted from SUSF, and documents (such as templates) are in Held status and that the documents begin with a prefix of "TEM".

OA will review SUSF in October, January, April, and June and will delete any documents with a last action date of three (3) months or greater and in late June and July will delete any document for the old fiscal year.

OA will send an e-mail notification to Agency Customer Service Coordinators and Agency Financial Managers a minimum of three (3) days prior to OA doing a review and deletion of documents for this purpose.